

Annex 2 – TERMS OF REFERENCE

1. **Duty station:** Almaty, Almaty oblast, Kazakhstan
2. **Duration of services:** June – August 2024
3. **Nature of the services:** CONSTRUCTION SERVICES OF PARKING LOT, FENCES AND LANDSCAPING
4. **Organizational Department / Unit in which the services are to be engaged:** Immigration and Border Governance Unit of the International Organization for Migration Mission in Kazakhstan.

# Project context and scope:

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is committed to promoting humane and orderly migration for the benefit of all. This is achieved through the provision of services and advice to governments and migrants.

The services under these ToR will be carried out carried out within the project “Strengthening of Border Security in Kazakhstan” funded by U.S. Department of State’s Bureau of International Narcotics and Law Enforcement Affairs (INL) and implemented by IOM in Kazakhstan.

The contractor will conduct the construction work for facility's parking lot, fence and landscaping based on previous IOM engineering assessment.

# Tasks to be performed under this contract

# In accordance with this Terms of Reference, under the guidance of IOM and in cooperation with the designated agency, the contractor shall perform the following tasks:

# **Perform construction work of a parking lot, fences and landscaping according to the technical specification (Annex 1) and assessment conducted prior (Annex 2-4).**

# Provide proposed work plan/actual delivery schedule.

# Provide pictorial reports.

# Provide recommendation for maintenance works to preserve repairs/upgrades.

# Carry out site clean-up prior to handover of works.

# Inputs:

# The Contractor shall be fully responsible for all inputs, planning, managing and implementation of

# the scope of works bearing all risks and costs.

# The Contractor shall be responsible for the competency and capability of its personnel and shall have the capacity to manage works implementation independently.

# The Contractor shall source, procure, transport and store all materials bearing all costs and risks.

# Contractor shall ensure effective supply chain planning & management to avoid delays during implementation.

# The Contractor shall develop a quality control plan and undertake regular self-audits to ensure:

# Works conform to IOM requirements;

# Deter potential deviation in service deliver. Any deviations identified shall be corrected immediately before quality of works becomes unacceptable to IOM;

# Ensure efficiency in their service delivery model.

# Ensure its personnel adhere to IOM and national security advisory whilst on premises.

# The Contractor shall assume full unequivocal responsibility for the performance of works in accordance with

# IOM contractual documents, Industry standards & best practices and all other applicable Codes/Regulations. Works implementation shall follow a logical sequence. The Contractor shall not execute any works and/ or make any material changes during works performance unless specifically so authorized in accordance with the procedures ascribed in IOM Contractual documents.

# Contractor shall take care to minimize spillages and/or debris pile-ups on site during works performance.

# Accumulations/spillages shall be cleaned up immediately to avoid safety hazards. Waste disposal shall be

# done in accordance with local environmental laws/regulations with contractor bearing all costs/risks.

# Performance indicators for the evaluation of results

# The parking lot, fences and landscaping are constructed in line with the national requirements in the field of architecture.

# Deadline:

# Work plan with deadlines shall be proposed by the Contractor and agreed by IOM. All the work should be completed by the end of August 2024.

# Education, Experience and/or skills required. Qualifications:

* + The company should have at least seven years of experience in the field of construction, architecture.
  + The company involved in the project should have the highly qualified architects, engineers who will be engaged in the project, with architects / engineers/ with professional competency in advanced construction. CVs of personnel suggested by the company to be assigned to this project should be provided.
  + All experts, architects and other engineers, involved in the project must be licensed/registered experts in their field of expertise, with a minimum of 7 years of experience in profession.
  + Proven experience in handling works of similar type, size and complexity. The company must submit a list of selected projects from the last 5 years, with at least three construction projects in Kazakhstan.
  + Ability to plan work to meet deadlines and dates.

1. **Competencies**

Values

* + **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
  + **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
  + **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
  + **Courage:** demonstrates willingness to take a stand on issues of importance.
  + **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies – behavioural indicators:**

* + **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
  + **Delivering results:** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes**.**
  + **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
  + **Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own actions and delegated work.
  + **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.